

19 OCT 1964

MEMORANDUM FOR THE RECORD

SUBJECT : Office of Personnel Briefing - Personnel Operations Division -  
14 October 1964

1. Present were: Colonel White, Mr. Bannerman, Emmett Echols, [redacted]

[redacted] and the undersigned.

2. The Placement Branch has an interview program going in which the Placement Officer schedules an interview with a new employee six months after his entrance-on-duty to discuss his general adjustment in the Agency. There is a problem of conveniently arranging interviews in suitable space. Colonel White suggested that the Office of Personnel give some thought to their requirements for interview space which might be reasonably included in the overall planning which involves the consolidation of all components of the Agency not now in the Headquarters Building. In this connection it was suggested that the Fine Arts Commission should give some attention to the main reception area and the interview rooms which are already there. (We were later advised by the Chief, Logistics Services Division that the main reception area is now on a task order for the interior space design organization and it is expected a plan will be ready about 19 October. The interview rooms adjacent to the main reception area are included in this plan.)

3. The Statistical Reporting Branch has completed the verification of overseas records and is completely up-to-date with the coding of these records. A pilot study will be run against personnel records of the Office of Communications to see how the overseas records actually compare. The master record of JOT's is now on magnetic tape, but the coding of personnel qualifications is proceeding slowly with only three or four people able to devote their time to it. A question was raised about the status of the personnel qualifications coding project which was submitted by the Office of Personnel last summer and it became apparent that there is some misunderstanding about the meaning of the approval action which was taken at the time the project was submitted. The Director of Personnel had understood that the project had been approved subject to the availability of funds, but he had not been able to make the funds available and so had not been able to take advantage of the approval. Mr. [redacted] had a slightly different understanding. In any event, the project will be resurrected and Mr. [redacted] gave Mr. Echols his assurance that funds could be made available.

[redacted]  
Special Assistant to the  
Deputy Director for Support

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